



<https://jobtalent.jobcitylive.com/job/airtel-careers-2023-jobs-alerts-office-staff-posts/>

## Airtel Recruitment 2023 – Jobs Alerts – Office Staff Posts

### Job Location

India  
Remote work from: India

(adsbygoogle = window.adsbygoogle || []).push({});

### Base Salary

Rs. 15,000 - Rs. 20,000

### Qualifications

Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Airtel Recruitment 2023

Airtel is seeking a detail-oriented and organized Office Staff to join our team. The Office Staff will be responsible for performing a variety of administrative and support tasks to ensure the smooth operation of the office. The ideal candidate should have strong communication and organizational skills and be able to work in a fast-paced environment.

(adsbygoogle = window.adsbygoogle || []).push({});

### Jobs Near Me

### Responsibilities:-

1. Perform general administrative tasks such as answering phones, responding to emails, and scheduling appointments.
2. Maintain and organize files, records, and documents.
3. Provide support to various departments within the organization, including HR, Finance, and Operations.

(adsbygoogle = window.adsbygoogle || []).push({});

### Hiring organization

Airtel

### Date posted

May 10, 2023

### Valid through

31.12.2023

APPLY NOW

## Airtel Careers

### Skills:-

1. Strong communication and interpersonal skills.
2. Excellent organizational and time management skills.
3. Proficiency in Microsoft Office (Word, Excel, Outlook) and other office software.

### Important Links

### Find the Link in [Apply Now](#) Button

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});